



How to plan a small community cleanup

Prior to Event

- ☐ Confirm date(s), location, time with the Partnerships Program of the Environmental Services Department (ESD), volunteers, and other stakeholders at least three weeks prior to your target cleanup date
- ☐ Confirm boundaries and project locations with ESD Partnerships Program and vital stakeholders
- ☐ Coordinate with ESD Partnerships Program on the pickup, transport, and disposal of collected litter, recyclables, and special litter items post-cleanup
- ☐ Plan drop-off location(s) for collected materials
- ☐ Determine what supplies you may need (i.e. trash bags, gloves, grabbers, water, ice chests, ice, nibbles, etc.)
- ☐ Plan an agenda for your target event day, from beginning to end
- ☐ Assign tasks to volunteers, including two individuals to stay at roll-off site to assist others throwing items into containers
- ☐ Explore bringing in volunteers to go door-to-door, assisting neighbors in need
- ☐ Explore having at least 1 pick-up truck or SUV going around the neighborhood collecting heavy or bulky items, to take to the roll-off or collection location.
- ☐ Follow up and confirm plans and dates with ESD Partnerships Program the week of event
- ☐ Double check all your event-day logistics
- ☐ Create a plan of action for your cleanup, where you assign duties to volunteers, as well as site coordinators who will help you supervise small groups of volunteers, if you're hosting a cleanup in a substantial area.

Day of Event

- ☐ Before embarking on your cleanup effort, review safety procedures and rules with your volunteers
- ☐ Have site coordinators at designated sites, ready to go
- ☐ Ice down drinks prior to event and make sure to have plenty of refreshments for your volunteers
- ☐ Bring extra supplies and sunscreen for your cleanup team
- ☐ Smile, have FUN, and don't forget to thank everyone involved so you can repeat your success!